

Please **DO NOT** copy the text in these ATB templates. Your Covering Letter must be your own words, your personality needs to come through. ATB templates are only meant as guidelines.

Mary Kiziito (Miss),

P. O. Box xx

Nairobi, Kenya

Cell: 0721 xxx xxx (*is this tel number still valid?*)

Email: xxx@gmail.com (*is this email still valid and prof. i.e first name.surname@gmail.com*)

14 September, 2016

Dear Mr Njoroge,

RE: Graduate/Management Trainee position

I wish to apply for the position of **Graduate Trainee** (Job Ref. 1234), which I saw advertised on xxx Newspaper/your website. I recently completed my physics degree from xx university/I recently graduated from university of xx, where I was awarded/achieved a **2nd Class Honours; Upper Division** in xxx/I am in my Third/Final year at xx University, studying xxx. I am expecting a **2nd Class Honours; Upper Division classification**. I am due to graduate on xxx.

Having attained my academic qualifications, I am now seeking an employment position within your organisation. I also recently read that you are now expanding into the xxx sector/you are now launching a new product targeting the xx... This is a sector/area/ demography that I am familiar with, well having worked as an intern for xxx.

In addition to researching your company, I have read the details outlining the qualifications sought for this role and believe I match your requirements as can be seen from the examples outlined below:

- List examples of academic achievements i.e. your expected degree grade at university or your final/expected degree
- List examples of professional qualifications i.e. CPA Level 4
- List examples of leadership skills/extra curricular activities
- Show where/when you took on positions of responsibility
- Examples showing you as a team player
- Examples of time management skills/ how you met tight deadlines/dealt with challenges
- Achievements i.e. in sports, fundraising, reducing committee debts, voted head boy by peers, team member of football/debating team that won the x cup, debating championship etc **Relate these skills and achievements back to their list of skills/experiences they are looking for!**

In addition to the qualities above, I am also a hardworking, self motivated and determined individual with a high desire to succeed. I would welcome the opportunity to discuss further, my application with you (I am available for interview immediately), and to this end, please find attached, a copy of my CV in support of my application.

Thanking you in advance for your consideration.

Yours sincerely,

xxx xxx (Miss/Mr)

[TIP - Yours sincerely if letter is addressed to a named person i.e Mr Njoroge or Yours faithfully, if letter is addressed to: Dear Sir/madam]

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